

28 March 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
28 March 1975

1. Alumni Day Preparations: A total of 2936 letters have been sent to retirees. As of 26 March, responses total 834. Another block of letters will be sent to several hundred persons who attended Alumni Day last year as soon as clearances are received from Cover, Security, OMS, etc. (Reported at 8:30 Meeting on 27 March.)

2. Consultant Justification Program: Memoranda transmitting Form 503, "Justification for Consultant," for FY 1976 have been sent to the using components for completion and return to Contract Personnel Division by 15 April 1975. These completed forms are the basis for requesting the Director's approval for the continued use of the consultant for the next fiscal year.

3. Summer Intern Program: Of the 58 Summer Interns now in process, 13 are cleared. (During the past week four have withdrawn and one was a security reject.) Detailed planning has begun on the Intern orientation briefing schedule.

4. Co-op Program:

a. The Office of Research and Development has decided to join the Co-op Program. They are preparing an unclassified Co-op work program to be used in recruiting Co-ops. This is the 18th Agency office to employ Co-ops.

b. The Associate Coordinator of West Florida University visited the Agency Co-op office this week.

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5. Position Management:

a. The survey of OJCS was initiated this week. Work began in the User Support Division and Engineering Systems Division.

b. The study of Communications Officer-in-Charge positions at small field stations continued. A grade structure proposal is being developed and a total of 139 individual stations will be covered.

6. Educational Aid Fund: To date we have received 60 EAF applications.

25X1A

7. Incentive Awards: [REDACTED] Chief, Incentive Awards Branch, is a member of the Planning Committee, National Capital Chapter, National Association of Suggestion Systems. During the week he met with other members of the NCC/NASS Board and the Civil Service Commission, Office of Incentive Systems, to plan a half-day program for the Incentive Awards Administrators' Workshop on 2 May and to finalize the program for a full-day seminar on 10 June 1975.

8. New Benefits at No Cost: WAEPA (Life Insurance) has announced an increase in coverage for its younger enrollees at no increase in premium. Life insurance for those under age 25 is now \$40,000, an increase of \$10,000. Life insurance for those age 25 to 31 is now \$35,000, an increase of \$5,000.

9. Rehired Annuitants: During the week we approved the following rehired annuitant cases for the Directorate of Administration:

25X1A

[REDACTED] -- Office of Training --  
Independent Contractor -- new contract.

25X1A

[REDACTED] -- Office of Training --  
Independent Contractor -- one-time service.

25X1A

10. Course Completed: [REDACTED] of Plans Staff/OP has just completed the National Civil Service League's Workshop on Job Analysis and Valid Test Construction for Public Employee Selection.

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11. Regulations: We prepared and forwarded proposed revisions to [REDACTED], Equalization Allowances.

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12. Hire the Handicapped: We are ordering a copy of the film entitled "A Fighting Chance" for preview for the various OTR seminars and to show to the Assistant Handicapped Coordinators. This film is on the problems of blind people getting a chance to show what they can do.

Coming Events

1. We will continue work on the Program Call.

2. We plan to work on drafts of the FY 1976 APP report forms.

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25X1A 3. [REDACTED] Chief, Recruitment Division, and the Office of General Counsel representative, [REDACTED], will attend a student conference of minority lawyers in Atlanta, Georgia on 28 and 29 March for the purpose of identifying possible candidates for OGC.

4. Plans are being completed for this year's Savings Bonds Campaign. There will be a Directorate representative meeting on 9 April. The Agency Savings Bonds Rally will be held in the auditorium on 30 April.

25X1A 5. Religious services will be held in the auditorium today, Good Friday. Catholic services will be held at 11:00 a.m. Protestant services will be at 12:30 p.m.

25X1A 6. [REDACTED], the Coordinator for the Handicapped Program, will attend the annual meeting of the President's Committee on the Employment of the Handicapped to be held on 1 and 2 May at the Washington Hilton Hotel.

25X1A

[REDACTED]  
Acting Director of Personnel

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